

CITY OF TORRANCE, CALIFORNIA

**ADDENDUM NO. 1**

**Issued: October 13, 2011**

**TO**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**SITE PLANNING AND DESIGN OF THE  
TORRANCE TRANSIT PARK AND RIDE REGIONAL TERMINAL**

**B2011-43**

Please note the following changes and/or additions to the RFP for the project indicated above. The proposer shall execute the certification at the end of this addendum, and shall **attach the addendum to the Proposal Submittal**. In addition, the proposer shall fill out and submit the "Addenda Received" section provided in Section III PROPOSAL SUBMITTAL of the RFP.

1. Refer to SECTION I RFP INSTRUCTIONS AND INFORMATION

Remove and replace Pages 4 and 5 of RFP in their entirety, as attached, changing the Criteria of *Standards for Evaluation*.

2. Refer to SECTION III RFP PROPOSAL SUBMITTAL

**CLARIFICATION** - Page 18 of RFP, *Proposal Submittal – Price*, is only required to be submitted if proposer is short listed as outlined on Page 5, PART 2 SHORT LIST OF FIRMS

**PROPOSER'S CERTIFICATION**

I acknowledge receipt of the foregoing Addendum No. 1 and accept all conditions contained therein.

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

**\*\*\*\*\* Submit this executed form with the proposal \*\*\*\*\***

**Affidavit:**

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected. (Attachment 1)

**Standards for Evaluation:**

The City will be the sole determiner of suitability to the City's needs. Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the technical specifications, prior firm and team members' experience with similar scope of work, financial capabilities and project delivery.

The City staff will use the following criteria in determining which proposal best meets the needs of the City. The City must be the sole determiner of suitability to the City's needs.

Criteria	Maximum Points	Rating
Understanding of the Project, Scope of Work and completeness of Request for Proposals submittal	10	
Relevant project experience and references by proposing firm in site master planning and design of infrastructure such as drainage, sewer, water, power, circulation, communications as well as roadway improvements inclusive of widening, channelization and traffic signals plans.	15	
Relevant project experience and references by proposing firm and it's team of key personnel's individual qualifications, experience and capabilities to perform design of multi-story bus operations facilities including passenger terminals and related equipment in conjunction with complimentary adjacent land uses, customer parking (current & future) and unimpeded circulation within a constrained parcel comparable to the City's Project.	20	
Experience and capability of proposer in providing plans and deliverables to complete entire work within the required scope and work schedule.	15	
LEED/SUSTAINABILITY ELEMENTS – Experience with incorporating substantial design of green construction principals in the design of a bus operation facility.	10	
Experience and capability in providing design review, constructability reviews, value engineering, cost estimating and scheduling.	10	
Experience in the management and construction of transit terminals – park and ride facilities, transit facilities, office buildings or other construction projects of similar size and scope within the last 10-years.	10	
<b>Maximum Total Score</b>	<b>90</b>	

**PART 2 SHORT LIST OF FIRMS:** After the public opening of the request for proposals, a committee will be formed to develop a short list of firms. The firms on this short list will then be interviewed, at which time a detailed fee estimate will be requested. The fee estimate should provide a schedule of firm's fees and a cost for each element of the project as outlined in Section III *Proposal Submittal* of this request for proposals.

Firms are invited to list any additional services and associated costs that are not covered in the City's scope of work. These items should be listed separately from those specifically requested so they may be considered separately and individually.

Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the technical specifications, prior experience of the proposing firm (and its team(s) and team members) with comparable proposals, financial capabilities and timely delivery.

**Errors and Omissions:**

The proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the proposer's specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

**The Contract:**

The vendor to whom the award is made will be required to enter into a written contract with the City of Torrance. Attached is a copy of the City's standardized contract (Attachment A), which will be modified to reflect the awarded RFP. A copy of this RFP and the accepted proposal will be attached to and become a part of the contract.